

# **BAKER I, CORRECTIONAL FACILITY**

## **JOB ANALYSIS**

### **BACKGROUND INFORMATION**

**Date of Job Analysis:** May 1 - 2, 2008

**Collective Bargaining Identification:** R15

**Job Analysis Conducted By:** Marian Dilley, Manager  
Brian J. Walker, Selection Analyst  
Office of Selection Services  
Department of Corrections and Rehabilitation

**Number of Incumbents:** There are 2.0 positions in this classification with 0.0 vacant positions per Department of Corrections and Rehabilitation Filled/Vacant Position Report dated May 5, 2008.

**Name of the Subject Matter Expert and his background:**

**RESTITUTO CRISOLOGO, BAKER II**

Mr. Crisologo is the Baker II at the Northern California Youth Correctional Center (NCYCC) in Stockton and has been in this classification for 2 years. As a part of his current duties, Mr. Crisologo directly supervises the only Baker I (CF) positions in the Department of Corrections. Prior to this assignment, he worked as a Baker I at NCYCC for 15 years. He has been with either the Department of Corrections and Rehabilitation or the California Youth Authority for 17 years.

## **BAKER I, CORRECTIONAL FACILITY INFORMATION GATHERING**

### **Information Sources**

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- Review of current State Personnel Board classification specification (Attachment C)
- Review of the Job Audit Survey results, mailed out to all incumbents on 9/25/07 (Attachment A). A total of 2 (100%) job audits were returned for Baker I (CF)

### **Job Audit Survey Background**

The Office of Personnel Services conducted a survey (Attachment A) to identify all tasks performed by Baker I (CF) who work at the Northern California Youth Correctional Center within CDCR. Surveys were mailed to all incumbents appointed to the Baker I (CF) classification. All returned surveys were reviewed and a task listing was developed based on the information provided. The task listing was then compared to the existing Job Analysis. Tasks that had been identified on the previous job analysis were coded with the corresponding task number. New tasks or tasks that had not been identified on the previous job analysis were added and coded with a new task number (Attachment B). Full task statements were developed by the Subject Matter Experts listed in the job analysis background.

When reviewing the Edited List of Tasks a dividing line was added to help distinguish tasks identified by the job audit survey versus tasks identified as a result of the previous job analysis: "The following tasks were identified from the statewide food service survey."

### **Job Audit Survey Statistics**

Number of Incumbent		Number of Surveys Received				Locations Used	
Youth	Adult	Youth #	%	Adult #	%	Youth	Adult
2	0	2	100%	N/A	N/A%	NCYCC	N/A